



STATE OF TENNESSEE
BOARD OF PAROLE
404 JAMES ROBERTSON PARKWAY, SUITE 1300
NASHVILLE, TENNESSEE 37243-0850
(615) 741-1673

ANNOUNCEMENT: Probation Parole Planning and Research Director for the Tennessee Board of Parole - Nashville

The Tennessee Board of Parole is seeking a highly qualified and motivated individual to serve as the Probation Parole Planning and Research Director in the Board's Central Office in Nashville. This Executive Appointment position is a pay grade 110 with a monthly pay range of \$4,015 to \$7,235, annual salary of \$48,180 to \$86,820. The starting salary for the appointee will be dependent upon the individual's education and experience.

The Board of Parole is an independent agency of the State of Tennessee. It is composed of seven members who are appointed by the Governor. By statute, the Board has the authority to parole eligible offenders who have served a certain percentage of their sentences. It also has the authority to revoke parole privileges if offenders do not comply with supervision rules and standards set forth for them upon their release. Additionally, the Board considers requests for executive clemency and makes recommendations on those requests to the Governor.

The Director oversees the agency's research processes, policy development and review, and annual planning procedures under the supervision of the Probation Parole Administrator for Management Resources. The position's responsibilities include directing specialized statistical analyses, using both point-in-time and longitudinal approaches to produce performance and outcome measures for the Board; reviewing research proposals and requests to determine appropriate data collection method; directing program staff in the design of research data to be studied; coordinating data extraction, formatting of results, and presentation methods, including creation of graphic illustrations and reports; evaluating existing agency policies to determine the ongoing need for each and the scope of any necessary changes or modifications; coordinating policy revisions with appropriate responsible division; updating policies and agency forms to reflect changes in procedures and agency needs; submitting modified policies to the Board for approval and maintaining updated copies on the agency's website; organizing program evaluations and performance measures for analysis and annual reporting; and analyzing other data requests from Board Members, agency staff, external agencies, the media and the public.

This position will be responsible for supervising and coordinating the duties of the technical support staff. The ideal candidate will have a bachelor's degree and five or more years of experience in social science research including knowledge of SPSS and/or SAS, Microsoft Access, and Excel. Supervisory experience is preferred.

All employees of the Board of Parole are expected to be of good moral character. A criminal history records request will be completed for any candidate receiving an offer of employment with the Board.

Pursuant to the State of Tennessee's policy of non-discrimination, the Board of Parole does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age disability, military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Submit a complete and up to date Resume to the attention of: Randi.Tarpy@tn.gov no later than close of business on **April 24, 2013**. All resumes will be reviewed and screened and interview appointments will be set with selected candidates. No phone calls please.

Applications cannot be submitted to the Department of Human Resources on NEOGOV for Executive Service job postings.